CONSERVATION AND DEVELOPMENT SUMMARY

		FY 09	FY 10	FY 11	FY 12	FY 13	Change	%
	_	Actual	Actual	Actual	Budget	Manager	FY12-13	Change
Conservation	\$	219,909	221,729	215,219	253,166	262,420	9,254	3.7%
Planning	\$	335,959	264,239	232,038	266,936	280,151	13,215	5.0%
Inspection Services	\$_	371,193	313,821	315,227	365,760	384,989	19,229	5.3%
TOTAL APPROPRIATION	\$_	927,061	799,789	762,484	885,862	927,560	41,698	4.7%
SOURCES OF FUNDS								
Departmental Receipts	\$	71,968	68,820	60,560	65,400	65,400	0	0.0%
Licenses & Permits	\$	478,054	472,696	371,607	438,500	443,264	4,764	1.1%
Rental of Land	\$	4,640	1,065	1,085	2,500	2,500	0	0.0%
Grants	\$	8,000	8,000	8,000	8,000	8,000	0	0.0%
Water Fund	\$	15,028	16,433	16,865	16,258	18,768	2,510	15.4%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	5,532	4,903	0	0	0	0	0.0%
Taxation	\$	503,356	437,467	409,147	479,244	449,203	(30,041)	-6.3%

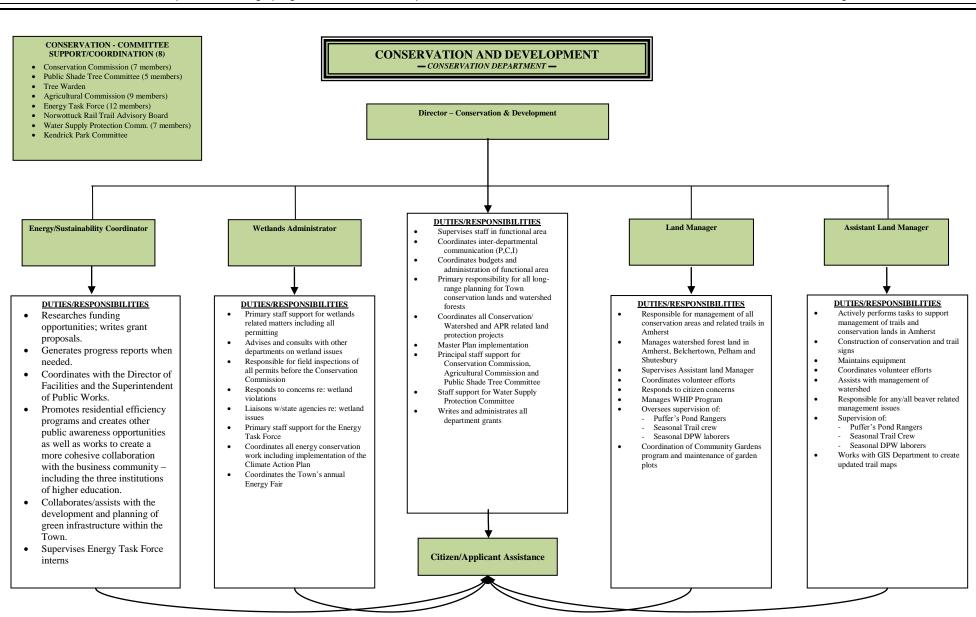
This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

Conservation and Development budgets are recommended to increase by a modest \$41,698 (+4.7%) to a total of \$927,560. This increase includes funds in FY 13 to implement collective bargaining settlements concluded in FY 12. Conservation, planning, and inspections services staff are in their third full year operating as a consolidated functional area on the second floor at Town Hall. A major initiative in the coming year will be a full deployment of the Safe and Healthy Neighborhoods Initiative, a multi-department coordinated effort in collaboration with the University, to improve neighborhood quality of life focused on the neighborhoods closest to the University campus and throughout the Town of Amherst.

There are 13.1 FTE employees providing services in this functional area, a number equal to the FTEs in FY 12.

5171: CONSERVATION

MISSION STATEMENT: To plan and manage programs and initiatives to protect the environment and natural resources of Amherst for current and future generations.



5171: CONSERVATION

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments:

- Completed multiple open space and watershed projects including the acquisition of more than 30 acres of land along the Cushman Brook in N. Amherst.
- Secured numerous grants for open space, watershed protection, and energy conservation.
- Completed trail improvements around Puffer's Pond as part of \$18,000 MA DCR Recreational Trails Grant Program.
- Organized many events to promote energy efficiency including the Amherst Sustainability Festival.
- Hosted many meetings on becoming a Green Community.
- Continued to develop a comprehensive Land Use Policy and Management document for use by the Commission and Department.
- Completed multiple conservation land management projects using funding secured through the federal Wildlife Habitat Improvement Program (WHIP) including prescribed burns.

Challenges:

The greatest challenge to the Department is to maintain the level of service that Amherst residents demand relative to the management of trails, Puffer's Pond, and all Amherst Conservation lands.

LONG RANGE OBJECTIVES:

To provide support for the Town-wide master planning process.

To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farmland.

To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.

To integrate conservation data into the Geographic Information System.

To collect and compile historical information on Town farms and natural resources.

To complete the purchase or other protection of blocks of open space for conservation purposes.

To maximize non-tax funding sources to assist with future land acquisition and land management.

To work collaboratively with LSSE and other Town departments to implement the new Open Space and Recreation Plan.

To support efforts to plan for an integrated system of walking and riding trails throughout the Town.

To work creatively to link Amherst trails with those in neighboring towns.

FY 13 OBJECTIVES:

To work closely with the Conservation Commission to complete a Land Use and Management Policy, with particular emphasis on rental of land, dog regulations, and wildlife habitat enhancement.

To seek and secure grant funding for Amherst through the Green Communities program.

To coordinate and oversee the Annual Sustainability Festival.

To apply for state grants to fund the initiatives outlined in the Puffer's Pond Management Plan.

To implement the 5-Year Action Strategies of the Town's updated Open Space and Recreation Plan.

To complete two to three new land conservation projects.

To work with the Public Shade Tree Committee to develop a 5-Year Strategic Plan for tree planting, care and, maintenance.

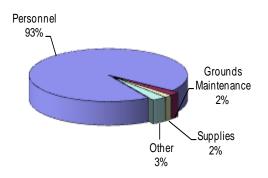
To design a new web page for the Amherst Agricultural Commission.

SERVICE LEVELS:	FY 07 <u>Actual</u>	FY 08 <u>Actual</u>	FY 09 <u>Actual</u>	FY 10 <u>Actual</u>	FY 11 <u>Actual</u>
Conservation land acreage managed	2,019	2,045	2,062	2,070	2,070
Watershed forest acreage managed	3,380	3,380	3,380	3,380	3,380
Trail miles maintained	80	80	80	80	80
Acres Monitored – Agric. Pres. Restrictions	2,072	2,072	2,102	2,102	2,102
Acres under Conservation Restrictions	174	174	174	202	202
Acres of farmland rented out	200	200	200	200	200
Wetlands Act Notice of Intent and					
Determinations	49	45	46	28	52
Wetlands Act Major Cases handled	10	7	6	2	3
Emergency Certifications					9
Public requests for information & help	2,300	2,475	2,590	2,624	2,723
Footbridges built or replaced	25	18	26	18	9

5171: CONSERVATION

		FY 09	FY 10	FY 11	FY 12	FY 13	Change	Percent
	_	Actual	Actual	Actual	Budget	Manager	FY 13 - 12	Change
Personnel Services	\$	196,090	202,969	186,789	235,864	245,118	9,254	3.9%
Operating Expenses	\$	22,319	18,760	28,430	17,302	17,302	0	0.0%
Capital Outlay	\$_	1,500	0	0	0	0	0	0.0%
TOTAL ADDD ODDLATION	•	040.000	004 700	045.040	050 400	000 400	0.054	0.70/
TOTAL APPROPRIATION	\$_	219,909	221,729	215,219	253,166	262,420	9,254	3.7%
SUPPLEMENTAL INFORMATION	I							
Employee Benefits	\$	80,695	88,122	99,772	96,492	112,947	16,455	17.1%
Capital Appropriations	\$_	190,000	253,500	33,000	70,000	0	(70,000)	-100.0%
TOTAL DEDARTMENT COOT	•	400.004	500.054	0.47.004	440.050	075 007	(44.004)	40.00/
TOTAL DEPARTMENT COST	\$_	490,604	563,351	347,991	419,658	375,367	(44,291)	-10.6%
SOURCES OF FUNDS								
Wetland Filing Fee	\$	5,493	4,150	2,828	4,000	4,000	0	0.0%
Rental of Land	\$	4,640	1,065	1,085	2,500	2,500	0	0.0%
Sale of Booklets/Maps/Wood	\$	390	635	935	0	0	0	0.0%
Water Fund	\$	15,028	16,433	16,865	16,258	18,768	2,510	15.4%
Grants	\$	8,000	8,000	8,000	8,000	8,000	0	0.0%
Taxation	\$	186,358	191,446	185,506	222,408	229,152	6,744	3.0%
POSITIONS								
Full Time		1.75	2.75	2.75	2.75	2.75	0.00	
Part Time With Benefits		3.00	2.00	2.00	3.00	3.00	0.00	
Full Time Equivalents		3.72	3.83	3.83	4.30	4.30	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Development (20% of salary funded by CDBG Grant) and an Administrative Assistant, a Land Manager shared with the Water Fund, a part-time Wetlands Specialist, 24 hours of a Sustainability Coordinator, and a part time maintenance assistant shared with the Water Fund.

Grounds maintenance provides funds for materials and supplies such as lumber, gravel and mulch for more than 2,000 acres of Conservation Land including Puffer's Pond, Larch Hill, Amethyst Brook, and Mt. Pollux and approximately 80 miles of conservation trails throughout town.

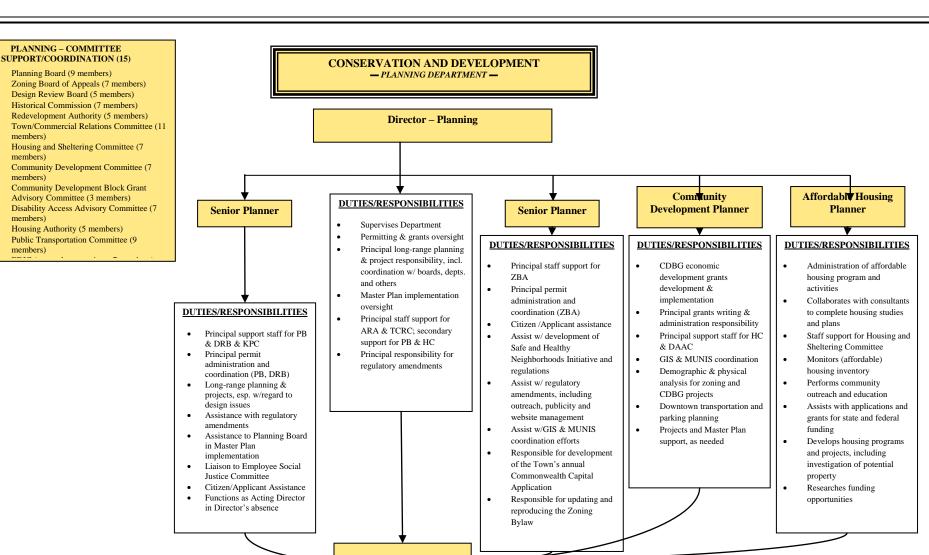
Supplies include tools and small equipment, gasoline, office and vehicle supplies.

SIGNIFICANT BUDGET CHANGES:

Budget increase results from implementation of collective bargaining contract settlements reached in 2011. Due to budget cuts in previous years, Puffers Pond maintenance and trail improvements will again rely largely on private funds and not tax support.

5177: PLANNING

MISSION STATEMENT: To protect and enhance the environmental, economic, and social quality of life in Amherst for residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation of critical community resources and the orderly, rational, and responsibly sustainable development of the Town.



Citizen/Applicant Assistance

5177: PLANNING

CONSERVATION AND DEVELOPMENT

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments:

- Preparation of eleven (11) zoning amendments, seven (7) of which were adopted by Town Meeting. Most were designed to
 implement Amherst Master Plan goals, including sustainable activities, village center development, expanded opportunity
 for business activity, or increased mixed use and residential density in appropriate areas. Included adoption of digital GIS
 layer for Official Zoning Map.
- Successful application since September 2008 for grants totaling more than \$3,000,000 for projects in the areas of water quality, energy efficiency, historic preservation, and community development.
- Support for the public participation process for the Gateway Corridor project, Village Center form-based rezoning project, Kendrick Park design project, and Puffer's Pond 2020 effort.
- Support for numerous pre-development, site assessment, or program development efforts, including but not limited to the North Amherst and Atkins Corner village center planning and rezoning, Hawthorne Recreation Area, recreation fields inventory/ assessment, UMass/North Amherst Bike Connector extension, and the Central Corridor rail access effort.
- Continuing refinement and implementation of the MUNIS permit-tracking system.

Challenges:

- The need for ongoing revision of the outdated Zoning Bylaw and Map, as called for under the Amherst Master Plan.
- Increasing public demands for service and support in the face of steadily diminishing resources, and the need to begin performing triage on support for Amherst's citizen boards and committees.
- The need to develop a coordinated land use review procedure for Town boards, committees, and departments proposing
 and reviewing new land use and development projects throughout Amherst.
- The steadily-increasing legal complexity and social contention associated with development applications.
- Continuing challenges in the implementation of the MUNIS system.

FY 13 OBJECTIVES:

Principal Planning Objectives:

Amherst Master Plan Implementation – Includes working with new Master Plan Implementation Committee (MPIC):

- Planning Studies & Rezoning
 - North Amherst & Atkins Corners village center rezoning Completing the rezoning process.
 - Town Center/Gateway Corridor Completion of traffic and prospective housing market studies; developing a consistent vision and rezoning.
 - Development Modification/Permit Performance Standards.
 - General Residence (R-G) District design & density study Study of design character of Town center residential neighborhoods and visioning process.
 - Remapping of flood prone areas and establishing new flood prone zoning boundaries.
 - Potential rezoning in response to passage of the MA Zoning Reform Act.
- Safe & Healthy Neighborhoods Initiative Increased enforcement and coordination between regulatory authorities, affordable and market rate housing studies, and creation of new regulations, including:

General By-Laws:

- Residential Rental Regulations Requires registration, prior inspection of rental units prior to occupancy, and a
 parking plan.
- Nuisance Property Addresses health and safety issues of poorly-managed rental properties.

Zoning Bylaw:

- Functional Family Definition Keeps current four unrelated limit, but allows households to prove they are the functional equivalent of a family.
- Parking Requires paved parking spaces for new or altered residential uses.
- Duplexes Shifts permit requirement in R-G and R-VC from SPR to SP.
- Town Projects Hawthorne Meadows Recreation Area, Puffer's Pond, Kendrick Park, and others.
- Community Development See Principal Community Development Objectives.
- Sustainability Projects Old Landfill Solar Farm, Transportation Plan; Central Corridor Rail Project; ongoing efforts to promote and implement sustainable practices and projects.

Continued on next page.

5177: PLANNING

- Continued staff support and coordination for:
 - Permitting boards & committees—Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and Amherst Redevelopment Authority.
 - Advisory/policy boards & committees—Housing and Shelter Committee, Disability Access Advisory Committee, Town/Commercial Relations Committee, and others.

Principal Community Development Objectives:

- Olympia Drive Assisting the HP/FHC with completion of a plan for developing the Olympia Drive housing project.
- Administering Amherst's Mini-Entitlement CDBG grant program (which includes grants from multiple federal fiscal years totaling over \$1 million), advocating for continued Mini-Entitlement status, and planning for the federal FY 13 grant application.
- · Assisting Amherst's social service agencies with consolidation of services and evaluating effectiveness.
- Continued support for the Community Development Committee in establishing a responsible process for setting
 priorities in human social service agency funding, including ways to evaluate the impact of Town funding support on
 service provision.
- Support for the new Housing and Shelter Committee in establishing housing and shelter policies consistent with the Amherst Master Plan.

LONG RANGE OBJECTIVES:

To assist the Planning Board and other boards/committees with implementation of the Amherst Master Plan.

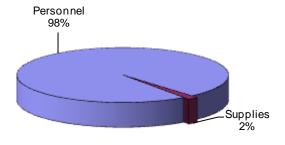
- To continue to work with regional and state agencies on Amherst's behalf, including through the updating of state-mandated plans and applications the Commonwealth Capital application and others, and on Route 9 and Route 116 corridor plans, road improvements, regional trails, and rail passenger access on the Central Corridor.
- To administer and continually improve the land use and subdivision permit review process and to support, orient, and train permit-granting and advisory boards/committees.
- To apply for and administer a wide range of federal and state grants for economic development, conservation, sustainability, historic preservation, and community development purposes.
- To work with the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues, especially those related to student housing.
- To work with DPW, Public Transportation & Bicycle Committee, Public Works Committee, and others to address ongoing transportation, traffic, and parking issues in the community.
- To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development situation and its current land use and code permitting process.
- To work with the Tree Warden, Public Shade Tree Committee, and others to implement revisions to existing Town administrative practices, guidelines, and regulations in order to better promote and protect public shade and street trees.
- To work with the Housing and Shelter Committee and others to examine the Town's housing stock and regulations and, under the Master Plan, to develop general by-law and zoning amendments encouraging production of affordable housing and preserving existing low and moderate income units to ensure housing for a diverse population.
- To assist the Historical Commission with ongoing CPA funded historic preservation projects and other activities in implementation of the Amherst Preservation Plan.
- To assist Town boards and departments with planning and implementation of improvements for the Town Center and outlying village centers, including East Village, Pomeroy Village, Cushman Village, Gatehouse Village, and others.
- To participate in regional efforts with other communities to address affordable housing, economic development, transportation, and other issues.
- To continue to support efforts to increase handicapped accessibility in private and public projects town wide.
- To continue to integrate and expand the use of GIS technology as an integral tool in support of planning and land use decision making.
- To work with the IT Dept. to build additional data bases for the GIS system, including a layer tying information from the Amherst Historic Resources Inventory to individual properties.
- To expand the use of public accessible web-based GIS for community planning purposes, including expanding the use of the Town, board/committee, and department web pages to provide internet based information to the public.

SERVICE LEVELS: On Page 88

5177: PLANNING

		FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Budget	FY 13 Manager	Change FY 13 - 12	Percent Change
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Personnel Services	\$	283,798	254,885	224,806	262,436	275,651	13,215	5.0%
Operating Expenses	\$	8,662	9,354	7,233	4,500	4,500	0	0.0%
Capital Outlay	\$_	43,500	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	335,959	264,239	232,038	266,936	280,151	13,215	5.0%
SUPPLEMENTAL INFORMATIO	N							
Employee Benefits	\$	93,879	96,598	122,461	109,136	118,817	9,681	8.9%
Capital Appropriations	\$_	227,500	245,300	998,100	358,100	12,500	(345,600)	-96.5%
TOTAL DEPARTMENT COST	\$_	657,338	606,137	1,352,599	734,172	411,468	(322,704)	-44.0%
SOURCES OF FUNDS								
Dept. Receipts	\$	13,429	13,315	8,397	10,100	10,100	0	0.0%
Taxation	\$	316,998	246,021	223,641	256,836	270,051	13,215	5.1%
Transportation Fund	\$	5,532	4,903	0	0	0	0	0.0%
POSITIONS								
Full Time		5.00	4.24	3.35	3.80	3.80	0.00	
Part Time With Benefits		0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents		5.00	4.24	3.35	3.80	3.80	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, two senior planners, one community development planner, and an administrative assistant. The community development planner is 100% funded through grants. Other positions in the department are funded partially through grants, with that support varying from 5 to 15 percent of individual salaries, depending on relative responsibilities vis-à-vis the grant(s) in question.

Supplies include mapping, computer, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

The use of Community Development Block Grant (CDBG) and other grant funding supports nearly \$130,000 of the salaries of staff in the entire functional area. During FY 13, as in FY 12, \$30,000 in General Fund support for Planning Department operating costs will be budgeted in the General Fund to protect against possible CDBG cuts.

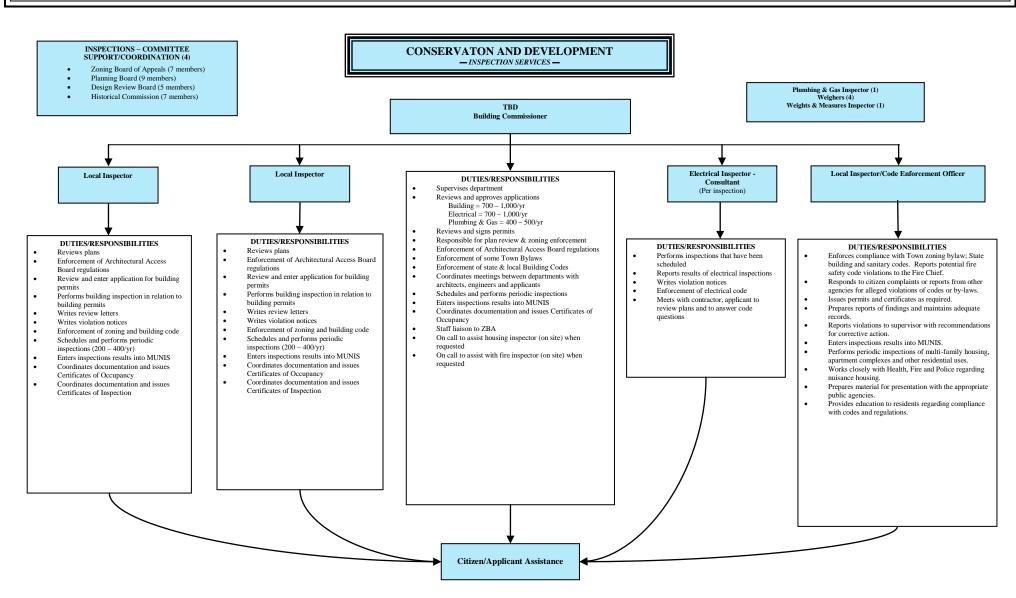
5177: PLANNING

SERVICE LEVELS:	FY 07 Actual	FY 08 <u>Actual</u>	FY 09 Actual	FY 10 Actual	FY 11 Actual
Planning					
Zoning/Subdivision/Regulation					
Amendments Worked On	12	17	10	13	15
ANR/Subdivision Plans Reviewed &					
Processed	26	12	10	10	6
Cluster Developments Worked On	2	1	0	0	0
Open Space Community Development					
Special Permits (Planning Board)	0	0	0	0	0
Other Planning Board Special Permits	2	0	0	2	0
ZBA Special Permits Reviewed	43	37	42	16	25
Design Review Board Reviews	18	15	20	15	24
Demolition Delay Applications	17	14	7	9	14
Other Development Applications					
Processed	11	12	7	8	8
Planning Board Site Plan Reviews	8	7	6	12	10
Strategic Plans	6	13	15	12	16
Grant or Other Non-Town Funding Project					
Applications Processed/Administered	1	1	14	9	8
Contracts Administered	1	3	6	5	7
Special Planning Studies/Projects	24	25	28	25	21
Review of Other Projects	22	18	11	13	5
Affordable Housing Agreements	0	0	*	*	*
Committees/Boards Assisted	26	29	25	25	26
Committee & Board Meetings	243	235	222	245	205
Inquiries	10,422	*	*	*	*
Inquiries from other cities/towns	80	75	*	*	*
GIS Maps Produced	135	*	*	*	*
Community Development					
Committees/Boards Assisted	3	3	3	3	3
Collaborations/Partnerships	1	1	0	0	1
Clients served by Human Service Agencies	7,300	7,000	7,200	270 #	320
Contracts administered	35	37	25	20	23
Grants Applied for	2	1	1	1	1
Grants Obtained	2	1	1	1	1
Emergency Assistance requests	13	10	12	45	29
Tuition Assistance requests	9	0	52	10	49
* No longer tracked. # Reflects shift from Town to CDBG funding	support.				

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5241: INSPECTION SERVICES

MISSION STATEMENT: To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of buildings and structures.



5241: INSPECTION SERVICES

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments:

- Continued regular meetings with the Health and Fire Departments to jointly review cases that involve all three departments
 with the goal of moving these meetings towards project review to jointly address code issues and concerns with the
 owners/designers/developers.
- · Significantly improved the turnaround time for all routine permits submitted to the department.
- Worked collaboratively with the IT Department to make the MUNIS permitting module more user friendly.
- Continued process of data transfer from old permitting system to MUNIS.
- Improved system for completing annual inspections of restaurants, rooming houses, dorms, and assembly spaces.
- Developed new operating systems to improve on turnover time and tracking of both applications and permit status.
- Developed new operation systems to track zoning issues and information requests.
- Incorporated the transmittal forms to Health and Fire into the permit tracking system for better tracking between Departments.

Challenges:

- The greatest challenges for Inspection Services are tightly intertwined, they involve: dealing with the continuously changing, and expanding laws and regulations that we have been charged with enforcing, collecting the required information to perform a timely plan reviews, and working closely with other departments with overlapping jurisdictions and their own tight timelines. Keeping the lines of communication open between this department, the other departments we work closely with, and the applicants is also a challenge, complicated by short timelines, complex code questions, and busy schedules. In addition it often falls to the Town inspectors to help the public and professionals they work with understand the new code requirements and zoning regulations.
- The energy code requirements are now mandated by Mass General Law to be updated within one year of energy code changes on the Federal Level. The Stretch Energy Code will come into full force and effect in 2012. Another new addition to the body of codes enforced by the Inspection Services Department is the Sheet-Metal Regulations. The Eighth Edition of the Massachusetts State Building Code, which applies to all structures other than One and Two Family Dwellings, has been in full force and effect since February of 2011. The Plumbing/Gas Code has recently been amended and the Electrical Code and Architectural Access Board are currently looking at revisions.

LONG RANGE OBJECTIVES:

The primary goal of Inspection Services is to protect the public through the enforcement of the Codes and Regulations under our jurisdiction, while helping the public with both the permitting process and in their understanding of Code requirements and the reasons for those requirements. Woven into this goal is the objective of streamlining the permitting process as a whole.

With this in mind the major long range objectives are:

To expand the current permitting program to include standard inspections reports and violation notices for the Zoning and Housing Code Enforcement officer.

To expand the program of pre-permit meetings on complicated or large scale projects to include other relevant Town departments. The intent of these meetings is to guide applicants through the various permit processes and to determine and resolve regulatory issues at early design phases.

To continue to seek out and implement appropriate, cost effective approaches to code enforcement.

To help provide public training in Codes, Regulations, and permit application requirements for the purpose of streamlining the permitting process and to minimize problems in the field that may otherwise cause project delays.

To complete the transfer of information from the old permitting software system to the new permitting system, so the information is readily available and easily retrievable.

FY 13 OBJECTIVES:

Participate actively in the Safe and Healthy Neighborhoods program to enhance the quality of life in Amherst residential neighborhoods.

The emphasis in FY 13 will be the rental housing and multi-family housing stock in Amherst. The goals include: documenting all rental housing in Town, setting a periodic inspection schedule for all multi-family housing that is not on the current schedule, increasing enforcement of zoning and code violations, working with other departments and boards as well as the colleges and university to develop methods to mitigate common problems with rental housing units to target higher risk areas, and working with owners to improve the housing stock.

The second major objective is to move the joint meetings of Fire, Health, and Inspections toward joint review of plans and projects to provide contractors, developers, and designers with earlier notice of the code concerns with a project, from prepermitting to occupancy.

5241: INSPECTION SERVICES

SERVICE LEVELS:	EV 07	EV 00	EV 00	EV 40	EV 44
SERVICE LEVELS:	FY 07 Actual	FY 08 <u>Actual</u>	FY 09 <u>Actual</u>	FY 10 <u>Actual</u>	FY 11 Actual
	Actual	Actual	Actual	Actual	Actual
PERMITS ISSUED:					
Building Permit Applications Received	864	787	808	822	833
Building Permits	846	779	782	857	805
Electrical Permits	940	1,053	769	922	908
Gas Permits	216	302	220	221	260
Plumbing Permits	379	209	319	321	397
Demolition Permits	22	17	3	9	7
Certification of Inspection	294	293	249	279	349
Weights & Measures	37	36	35	44	41
Occupancy	124	105	130	91	109
INSPECTIONS + TECHNICAL ASSISTANCE	E*				
Building	2,237	1,933	1,334	1,715	1,749
Electrical	2,000	1,396	1,694	1,818	1,962
Gas	221	244	261	227	262
Plumbing	470	582	754	541	496
Demolition	22	17	3	12	7
Certification of Inspection	516	503	509	524	538
Weights & Measures	350	351	350	322	307
Zoning – Inspections	50	43	57	58	46
Zoning – Cases (Special Permits/hearings)	130	93	58	32	38
Zoning-violations/complaints	80	42	48	44	43
Plan Reviews	676	684	536	554	442
Assistance to Other Towns	35	28	27	29	25
"Pre Permit" & Inter Department Plan Meeting	gs 271	379	402	419	365
Assistance Calls (code or zoning questions)	5,760	4,788	4,500	3,900	3,877
Front Counter Assistance	1,980	2,120	1,700	1,440	1,623
E-Mail Received		2,498	2,700	3,156	4,083
E-Mail Sent		800	900	1,338	1,545

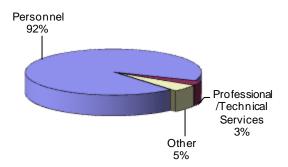
^{*}Some of these numbers are best estimates based on records kept by hand or in programs with no report writing capabilities. The new permit tracking program will help provide more detailed records and reports.

CODES AND OTHER REGULATIONS ENFORCED: Massachusetts State Building Code 8th Ed (full force and effect 2/3/2011); Massachusetts State Building Code for 1 & 2 Family Dwellings 8th Edition (effective date 2/4/11 concurrent with the 7th Edition until 8/4/2011 at which point the 7th Edition can no longer be used); International Mechanical Code; International Energy Code 2009; The Stretch Energy Code in full force and effect January 1, 2011 in Amherst, International Existing Building Code with Massachusetts Amendments; Massachusetts State Architectural Access Board Regulations; Commonwealth of Massachusetts Sheet Metal Regulations; Massachusetts State Electrical Code; Commonwealth of Massachusetts Plumbing & Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; and the Town of Amherst Junk Car Bylaw; Sign Bylaw; and Portable Sign Bylaw. We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems, and the annual inspections required under the amendments to MGL 148 for nightclubs and similar uses.

5241: INSPECTION SERVICES

	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Budget	FY 13 Manager	Change FY 13 - 12	Percent Change
					<u> </u>		
\$	299,612	285,145	290,043	335,645	354,874	19,229	5.7%
\$	25,872	28,677	25,184	30,115	30,115	0	0.0%
\$	45,709	0	0	0	0	0	0.0%
\$	371,193	313,821	315,227	365,760	384,989	19,229	5.3%
N							
\$	114,626	100,304	96,620	97,388	121,293	23,905	24.5%
\$	0	0	0	0	0	0	0.0%
\$	485,819	414,125	411,847	463,148	506,282	43,134	9.3%
\$	322,530	263,745	177,506	260,000	260,000	0	0.0%
	450	0	(75)	0	0	0	0.0%
\$	46,310	43,275	50,179	43,500	46,500	3,000	6.9%
\$	108,764	165,676	143,997	135,000	136,764	1,764	1.3%
\$	46,572	44,579	42,259	45,000	45,000	0	0.0%
\$	6,084	6,141	6,141	6,300	6,300	0	0.0%
	4.00	3.00	3.00	5.00	5.00	0.00	
	1.00	0.00	0.00	0.00	0.00	0.00	
	5.64	3.00	3.00	5.00	5.00	0.00	
	* * * * * * * * * * * * * * * * * * *	\$ 299,612 \$ 25,872 \$ 45,709 \$ 371,193 N \$ 114,626 \$ 0 \$ 485,819 \$ 322,530 \$ 450 \$ 46,310 \$ 108,764 \$ 46,572 \$ 6,084	\$ 299,612 285,145 \$ 25,872 28,677 \$ 45,709 0 \$ 371,193 313,821 N \$ 114,626 100,304 \$ 0 0 \$ 485,819 414,125 \$ 322,530 263,745 \$ 450 0 \$ 46,310 43,275 \$ 108,764 165,676 \$ 46,572 44,579 \$ 6,084 6,141 4.00 3.00 1.00 0.00	\$ 299,612 285,145 290,043 \$ 25,872 28,677 25,184 \$ 45,709 0 0 \$ 371,193 313,821 315,227 N \$ 114,626 100,304 96,620 \$ 0 0 \$ 485,819 414,125 411,847 \$ 322,530 263,745 177,506 \$ 450 0 (75) \$ 46,310 43,275 50,179 \$ 108,764 165,676 143,997 \$ 46,572 44,579 42,259 \$ 6,084 6,141 6,141 4.00 3.00 3.00 3.00 1.00 0.00 0.00	\$ 299,612 285,145 290,043 335,645 25,872 28,677 25,184 30,115 45,709 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$ 299,612 285,145 290,043 335,645 354,874 \$ 25,872 28,677 25,184 30,115 30,115 \$ 45,709 0 0 0 0 0 0 0 \$ \$ 371,193 313,821 315,227 365,760 384,989 \$ \$ 0 0 0 0 0 0 0 \$ \$ \$ 114,626 100,304 96,620 97,388 121,293 \$ 0 0 0 0 0 0 0 \$ \$ \$ 485,819 414,125 411,847 463,148 506,282 \$ \$ 322,530 263,745 177,506 260,000 260,000 \$ 450 0 0 (75) 0 0 \$ 46,310 43,275 50,179 43,500 46,500 \$ 108,764 165,676 143,997 135,000 136,764 \$ 46,572 44,579 42,259 45,000 45,000 \$ 6,084 6,141 6,141 6,300 6,300 \$ 4.00 3.00 3.00 5.00 6,300 \$ 4.00 3.00 3.00 3.00 5.00 5.00 1.00 0.00 0.00 0.00 0.00	\$ 299,612 285,145 290,043 335,645 354,874 19,229 \$ 25,872 28,677 25,184 30,115 30,115 0 \$ 45,709 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, a Code Enforcement Officer, a management assistant and on-call plumbing, gas, and electrical inspectors.

Professional/Technical Services provides the funds for the regional sealer of weights and measures program.

Other includes \$10,680 for auto allowance and \$8,470 for fees for gas, plumbing, and additional electrical inspections.

SIGNIFICANT BUDGET CHANGES:

Budget increase results from implementation of collective bargaining contract settlements reached in 2011. Operating expenses are level funded.